



Candidate Number (for office use only) _____



TEAM ADMINISTRATOR

Closing date Thursday 10th May 2012

Job Application Form

Please complete this page and then continue by completing the pages attached-
use additional sheets if necessary

Surname (block letters) _____

Other names _____

Address _____

Postcode _____

Telephone _____

Mobile _____

I can confirm that to the best of my knowledge the information contained in this form is correct. I accept that providing deliberately false information could result in my dismissal.

Signature _____

Date _____



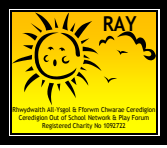
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Present Employer: _____

Address: _____

Job Title: _____

Brief description of current duties: _____

Dates employed from _____ to _____

Please list any qualifications you have or training you have undertaken which is relevant to the post including date of award, place of study and name of award giving body.

Name of qualification / award	Level of Award	Awarding Body	Date achieved	Relevance



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Please outline relevant previous experience and the skills used or acquired – this can be in voluntary and / or paid positions (please make clear which). The information that you provide below will be used when short listing for interview so please make sure you provide sufficient evidence together, where appropriate, with relevant examples. If an item has been deemed Essential (E) to the post we will only consider candidates who meet this criteria.



Expand the categories as you require (if completing as a word document) or continue of another sheet if completing by hand.

With reference to the job description and person specification enclosed please outline relevant previous experience gained from both an employed and voluntary perspective. Please outline the skills used and / or acquired in those roles.

EXPERIENCE	E	D
Experience of administrative duties paid or voluntary	✓	
Experience of project work paid or voluntary		✓
Experience of keeping financial records paid or voluntary	✓	
APTITUDES / SKILLS		
IT skills including word and excel	✓	
Ability to work effectively as part of team and on own initiative	✓	
Understanding of data protection and issues of confidentiality	✓	
An understanding of children's rights		✓
An awareness of national and local play and related strategies		✓
COMMUNICATION		
Ability to communicate effectively orally and in writing	✓	
Ability to provide information that supports the work of the team	✓	
Ability to speak Welsh or		✓
Willingness to improve skills in use of Welsh Language	✓	



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MEETING DEADLINES / PRIORITISING		
Ability to prioritise workloads and manage time effectively	✓	
Ability to complete required paperwork to deadline	✓	
MINIMUM SUPERVISION		
Ability to work effectively on own initiative	✓	
INTERESTS AND UNDERSTANDING		
Willingness to learn new skills and methods	✓	
Willingness to gain play work and related qualifications	✓	
FLEXIBLE HOURS		
Willingness to work occasional evenings, weekends and Bank Holidays as required		✓
AIMS AND VALUES OF ORGANISATION		
Commitment to the aims and values of the Child's Play project	✓	
PHYSICAL		
Ability to fulfil the role of Team Administrator which involves mainly desk based work using IT skills	✓	
LEGAL REQUIREMENTS		
This post requires a Criminal Record Bureau enhanced check	✓	
This post may involve registration with the Independent Safeguarding Authority	✓	
ANY OTHER REQUIREMENTS (DRESS, PERSONAL APPEARANCE)		
Ability to turn up punctually for work with a clean and tidy personal appearance and to wear a uniform eg polo shirt if required	✓	
Ability to dress appropriately including formal and informal occasions	✓	



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Please describe why you applied for this job and describe why you feel you are suited for the role.

Empty response box for candidate details.

Continue on an additional sheet if necessary



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Have you ever been convicted of a criminal offence spent or otherwise (note this role is exempt from the Rehabilitation of Offenders Act 1974 and any offer of employment may be conditional upon obtaining a satisfactory enhanced police check)



YES NO

Is YES please provide details of the offence

Please provide details of two referees one of whom must be your current or most recent employer.

Referee 1.

Name

Position

Relation to applicant eg Line Manager

Address

Postcode

Telephone number

Referee 2.

Name

Position

Relation to applicant eg Line Manager

Address

Postcode

Telephone number

Thank you for your application.

Please let us know where you saw our job advertisement? _____

Please return the completed application form by 10.5.12 to:

RAY Ceredigion, Pengloyn, Tabernacle Street, Aberaeron, Ceredigion SA46 0BN



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